

July 1, 2000
(Revised)

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

GOLF COURSE MANAGER

DEFINITION:

Under direction, to oversee the operation and maintenance of a municipal golf course; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Directs the maintenance and operation of a municipal golf facility;
- Initiates improvements;
- Provides overall supervision and guidance to subordinate personnel in the operation of a revenue generating program;
- Assists in program and policy formulation and ensures compliance with administrative regulations and divisional policies;
- Participates in the development of policies, goals, and administrative procedures;
- Maintains liaison with and attends meetings of golf organizations and promotes interest and support among golfers and prospective players;
- Investigates, resolves and responds to difficult and sensitive complaints from the public;
- Prepares the annual budget including recommendations for staff, supplies, equipment and capital improvements and monitors expenditures and construction projects;
- Selects, trains and rates the work performance of subordinates;
- Prepares special reports;
- Performs related administrative duties as required.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's Degree, **AND** two years of experience supervising a Golf Recreation Program, which includes responsibility for supervision of golf course maintenance.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.